



NATURAL RESOURCES AND ENVIRONMENT BOARD, (NREB) SARAWAK

The Natural Resources and Environment Board (NREB) of Sarawak is seeking a qualified Legal Officer, Grade L12 and an Administrative Officer, Grade 12. Key responsibilities, qualifications and criteria are as below:

1. POSITION: Administrative Officer (Information Technology), Grade N12

QUALIFICATIONS AND CRITERIA:

- a. Education: Bachelor's Degree in Computer Science, Information Technology, GIS, or a related field.
- b. Experience: At least 5 - 7 years of relevant working experience in the related field.
- c. Skills and Expertise: Good problem-solving and analytical skills, strong communication and teamwork skills, knowledge in system development, database management, ICT infrastructure, and GIS.

The successful candidate will be responsible to:

1. Lead, plan, and oversee the development, implementation, and continuous enhancement of projects and systems under ENVISS and GIS to meet users' requirements.
2. Develop and execute strategic plans for data and system management, including database administration, maintenance, and upgrades.
3. Manage and maintain the agency's ICT infrastructure, including e-applications, mobile applications, Data Centre, and related systems.
4. Oversee the processing and management of satellite and drone images (remote sensing) to support operational and enforcement activities.
5. Coordinate and deliver technical training and user support to ensure effective system utilisation and capacity building.
6. Act as the agency's ICT representative and collaborate with internal and external stakeholders on relevant initiatives.
7. Provide ongoing technical support and troubleshooting for all ENVISS, GIS, and related systems to ensure operational continuity.
8. Ensure all ICT activities comply with the agency's policies, procedures, and best practices.

2. POSITION: Legal Officer, Grade L12

QUALIFICATIONS AND CRITERIA:

- a. Education: Bachelor's Degree in Law and qualified to practice law in Malaysia.
- b. Experience: At least 5 - 7 years of relevant working experience in the related field.
- c. Skills and Expertise: Good problem-solving and analytical skills, strong communication and teamwork skills, knowledge in and experience in legal advisory work, and court procedures.

The successful candidate will be responsible to:

1. Provide strategic legal advice to ensure compliance with all relevant laws, ordinances, rules, and guidelines.
2. Lead and oversee the review and updating of ordinances, rules, orders, and guidelines to align with current legal requirements and best practices.
3. Supervise and review Investigation Papers prepared by technical officers, ensuring accuracy, sufficiency of evidence, and compliance with legal standards.
4. Lead the representation of NREB in court proceedings for prosecution cases and coordinate with relevant legal authorities as required.
5. Review and endorse all correspondences and documents with legal implications to safeguard NREB's interests.
6. Recommend and oversee the implementation of appropriate legal actions other than prosecution, such as issuing directives, reminders, warnings, show-cause letters, stop-work orders, and compounding of offences.

3. SALARY SCHEME:	Minimum Salary	Maximum Salary
	RM5,530.00	RM13,540.00

- 4. APPLICATION:** Please submit your cover letter and resume, addressing the requirements above, on or before 18th August 2025 (Monday) to NREB as follows:

- a. Soft copy : nreb.msdc@nreb.gov.my
- b. Hard copy : Controller of Environmental Quality
Natural Resources and Environment Board
18th - 20th Floor, Menara Pelita
Jalan Tun Abdul Rahman Yaakub, Petra Jaya, 93050 Kuching,
Sarawak

If you are a proactive, results-driven leader with a commitment to excellence in your field and a passion for supporting good governance and sustainable development, we invite you to apply and join our team!